



Washington State
Office of Community Development
Providing financial and technical resources to build livable and sustainable communities.

Position Opening: Research Analyst

Local Government Fiscal Note Program

The Local Government Fiscal Note Program provides the Washington State Legislature with information regarding potential fiscal impacts of proposed legislation on local governments. Research is performed by analysts, hired to work during the legislative session each year, in conjunction with local governments and their affiliate associations. The Washington State Office of Community Development in Olympia, Washington, part of the Department of Community, Trade, and Economic Development, houses the program.

For the 2004 legislative session, five research positions are currently available. Interested candidates should have experience working in public policy or have earned a degree in one of the following: public administration, political science, criminal justice, environmental sciences, law, accounting, planning or a related field. Preference will be given to candidates who have obtained an advanced degree. Candidates should have also completed a course in college-level statistics.

Other desirable qualifications include:

- Ability to read and comprehend complex legislative bills.
- Strong analytical skills, showing proficiency in both math and writing.
- Knowledge of local government processes and issues and/or legislative processes and issues.
- Understanding of and experience with spreadsheet software (especially Microsoft Excel).
- Ability to work under extremely tight deadlines and in a high-pressure environment.
- Experience conducting telephone interviews to gather information.

These positions will begin in mid-December 2003 and will last through the session, which will end in March 2004. The starting salary will be approximately \$2,354-\$2,984 depending on qualifications and experience.

For more information, please call Louise Deng Davis at (360) 725-5034. To apply, please mail a cover letter, resume, writing sample, and three references to louised@cted.wa.gov, or to:

Local Government Fiscal Note Program
Washington State Office of Community Development
Post Office Box 48319
Olympia, Washington 98504

The application deadline is **Friday, October 10, 2003**. Interviews will follow soon thereafter.

Persons of disability needing assistance or those needing this job announcement in an alternative format may call (360) 753-1927, or telecommunications device for the deaf (360) 753-2200 or (800) 634-4473. The Local Government Fiscal Note Program joins the Washington State Office of Community Development in securing a diversified work force. Current recruitment efforts take into consideration the following policy statement: "Diversity" refers to a broad range of physical and social differences among people, including ethnic, racial, gender, cultural, physical capacity, developmental, religious, sexual orientation, age, economic, educational, and family status.